



**GRAPHIC DESIGNER II/III SERIES**  
**EXAM CODE: 3EQ27-01/02**

Department(s):	Board of Equalization
Opening Date:	August 29, 2013
Final Filing Date:	September 20, 2013
Exam Type:	Departmental Open
Salary:	Graphic Designer II - \$3705.00 to \$4638.00 Graphic Designer III - \$4367.00 to \$5468.00
Location(s):	SPOT Exam - <b>Sacramento</b>

## INTRODUCTION

***Note: This examination does not have an "Apply Online" feature.***

## EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

## DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by **September 20, 2013** the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class title (**not working title**). **Applications/resumes received without this information will be rejected.**

## FILING INSTRUCTIONS

Final Filing Date: **September 20, 2013**

If you meet the entrance requirements for **both** the **Graphic Designer II and Graphic Designer III**, you may file for both classifications on a **single application**. Please indicate **each** classification title you wish to test for on the single application.

State Applications (Form STD. 678) may be mailed to:

**EXAMINATION & RECRUITMENT SECTION  
BOARD OF EQUALIZATION  
450 N STREET, MIC: 17  
SACRAMENTO, CA 95814**

**Do not submit applications to the State Personnel Board/ CalHR.**

Applications (Form STD. 678) submitted by mail must be **POSTMARKED** (e.g., United States Postal Service), or personally delivered no later than the final filing date. Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**Note:**

**Applications postmarked or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, after the final filing date will not be accepted for any reason.**

**Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of regulations 174.**

It is the personal responsibility of each examination candidate to submit an examination application within the timeframe and in the manner specified on this examination bulletin. Candidates are encouraged to contact the Examination & Recruitment Section (email: [boeexams@boe.ca.gov](mailto:boeexams@boe.ca.gov) or call: (916) 324-4807) to verify receipt of their application before the close-of-business on the final filing date.

## **SPECIAL TESTING ARRANGEMENTS**

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

## **REQUIRED IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

## **MINIMUM QUALIFICATIONS**

All applications must meet the following entrance requirements for this examination by **September 20, 2013**, the final filing date.

### **Graphic Designer II**

#### **Either I**

**Experience:** One year of experience in the California state service as a Graphic Designer I.

#### **Or II**

**Experience:** Two years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. **and**

**Education\*:** Successful completion of a total of 24 semester college units **with a minimum of five (5) units in each of the following areas:** graphic design theory, graphic computer software applications, and printing technology.

### **Graphic Designer III**

#### **Either I**

**Experience:** One year of experience in the California state service as a Graphic Designer II.

#### **Or II**

**Experience:** Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. **and**

**Education\*:** Successful completion of a total of 30 semester college units **with a minimum of six (6) units in each of the following areas:** graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)

**\*NOTE:** Applications must contain the following information on all graphic design theory, graphic computer software applications, and printing technology courses completed: course title; semester or quarter credits earned; name of institution; and completion date.

**Applicants must show proof of successful completion of the prescribed courses before being considered eligible for appointment.**

### **EXAMINATION INFORMATION**

This examination will consist of **either**:

- a) A qualifications appraisal interview weighted 100.00%, **or**
- b) An evaluation of each candidate's experience and education indicated on his/her application weighted 100.00%.

If interviews are conducted, the interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. If an experience and education evaluation is utilized, a minimum rating of 70.00% must be attained in the evaluation process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

### **SELECTION PLAN**

If interviews are conducted, it is anticipated that they will be held during **November/December 2013.**

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Board of Equalization for Sacramento only. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## POSITION DESCRIPTION

### Graphic Designer II

This is the full journey level in the Graphic Designer series. Under direction, the Graphic Designer II is responsible for the concept, development, and production of the more complex graphic design work. With the aid of computer-assisted applications the graphic designer uses design and production elements to convey the desired impact and message to a specifically targeted audience.

### Graphic Designer III

This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialists responsible for the development and production of the most complex graphic design work.

## KNOWLEDGE AND ABILITIES

### Graphic Designer II

**Knowledge of:** Principles of graphic design; techniques of interpreting statistical data; methods and techniques of freehand drawing and color illustration; elements of design such as: line, shape, texture, space, size, value, and color; principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale; page layout, color theory, and typography; principles of graphic tools and equipment; graphic design software application; procedures for creating traditional and/or electronic files for output for single and multicolor publication; the stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file; techniques and drawings; graphic resources and software applications; digital imaging; principles and techniques of three-dimensional exhibit preparation.

**Ability to:** Communicate effectively; use the elements of design to create page layout; perform image editing; apply color theory and typography; apply creativity in the preparation of art work; learn and apply new software; produce freehand drawing and color illustration; maintain project files; design and prepare exhibit materials; digitally retouch images; review narrative material and create appropriate illustrations; analyze situations accurately and take effective action; research resources.

### Graphic Designer III

**Knowledge of:** Principles of graphic design; techniques of interpreting statistical data; methods and techniques of freehand drawing and color illustration; elements of design such as: line, shape, texture, space, size, value, and color; principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale; page layout, color theory, and typography; principles of graphic tools and equipment; graphic design software application; procedures for creating traditional and/or electronic files for output for single and multicolor publication; the stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file; techniques and drawings; graphic resources and software applications; digital imaging; principles and techniques of three-dimensional exhibit preparation; project leadership; time management; state-of-the-art graphic design techniques, theories, and processes; departmental programs

and objectives; alternate strategies available to establish and improve comprehensive graphic design programs; team-building techniques and principles; principles of effective proposal writing.

**Ability to:** Communicate effectively; use the elements of design to create page layout; perform image editing; apply color theory and typography; apply creativity in the preparation of art work; learn and apply new software; produce freehand drawing and color illustration; maintain project files; design and prepare exhibit materials; digitally retouch images; review narrative material and create appropriate illustrations; analyze situations accurately and take effective action; research resources; establish and maintain effective working relationships; negotiate; present ideas to a large or diverse audience; troubleshoot within the graphics application software; prepare project reports; use time effectively; assimilate ideas and concerns from a variety of customers and translate them into an effective and cost-efficient graphic design project or program.

### **SPECIAL PERSONAL CHARACTERISTICS**

Visual acuity and color vision sufficient to successfully perform the job; and creative ability.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

A certification or degree from an accredited or recognized professional institute or body in the program areas of art, design, visual communications, and computer graphics; and neatness.

### **VETERANS PREFERENCE**

**Veterans' preference** points will be added to the final score of all successful competitors who qualify for, and have requested, these points. Due to law changes effective January 1, 1996, veteran's credit will not be awarded once a veteran achieves permanent civil service status.

### **CAREER CREDITS**

**Career Credits** do not apply and will not be added to the final score of this examination.

### **CONTACT INFORMATION**

If you have questions concerning this examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, CA 95814.

### **DISCLAIMER**

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

## GENERAL INFORMATION

**For an examination with a written feature,** it is the candidate's responsibility to contact the Board of Equalization three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature,** it is the candidate's responsibility to contact the Board of Equalization three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**College Education:** The qualifications meeting the requirement “Equivalent to graduation from college” means satisfaction of the requirements for the bachelor’s degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor’s degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**Veterans’ Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans’ Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans’ Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In Open (only) entrance examinations, Veterans’ Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. In Open, Non-Promotional entrance examinations, Veterans’ Preference Points are granted as follows: 5 points for veterans and 10 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans’ Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments.

In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans’ Preference Points.

Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans’ Preference Points are on the Veterans’ Preference Application (STD. Form 1093) which is available at [www.spb.ca.gov](http://www.spb.ca.gov) or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022

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